

x = OK
a = Adjustment Made
o = Needs Attention

Nebraska Department of Roads

Suggested Transit Monthly Preventative Maintenance Inspection Worksheet

Vehicle Identification No. (VIN): _____

Date _____

Mileage _____

Instructions: 1) On the preventative maintenance worksheet, record the vehicle number, date, mileage, and special instructions for scheduled maintenance and repairs, 2) Inspect the vehicle, perform scheduled service, and make adjustments as indicated on the worksheet, 3) Mark each item: (x)=OK, (a)=Adjustment Made, (o)=Needs Attention – for work that cannot be completed at that time, 4) Under “Comments”, describe repairs and service in more detail.

Special Instructions for Repairs Needed:

Prepare for Inspection: ☐ Check Driver's Report ☐ Review Maintenance History ☐ Wash Vehicle

Comments:

Start-up and Drive: (check operation of)

Starting	Parking Brake	Service Brake	Transmission	Horn
Speedometer	Lift/Ramp			

Remain in Vehicle: (check operation of)

Fuel Gauge	Headlights, Low Indicator	All Window Glass
Oil Gauge	Turn Signal, Indicators	Doors
Battery Charging Gauge	4-Way Flasher, Indicators	Seats
Windshield Washer and Wipers	Interior Lights	Safety Equipment
Steering Wheel Free Play	Instrument Panel Lights	Mobility Aid and Disabled
Registration	Heater and Defroster	Passenger Securement
Headlights, High Indicator	Air Conditioner	Belts

Outside Inspection: (check operation of)

Hood	Front End, King Pins, Wheel Bearings, Tie Rod Ends	Tires, Check Wear, Cracks and Pressure
Bumpers, Body Damage	Outside Mirrors	Record Lbs. per Sq. In.
All Lights	Wheels & Rims, Tighten Lugs	
Fuel Cap		

Under Hood: (check operation of)

Air Compressor, Mounting and Belt Tension	Fuel Leaks, Correct
Steering Gear and Shaft (Lube)	Radiator, Check Level
Power Steering Hoses and Oil Level	Radiator, Check Pressure
Throttle Linkage	Radiator, Clean Front
Water Pump and Fan Hub (Lube)	Hoses, Check and Adjust
C/Case Breather, Clean/Change	Antifreeze Protected
Air Filter, Change	Alternator, Belt Tension, Terminals, Check, and Lube
Exhaust System, Tighten	Battery, Check Water Level
Engine Oil, Change	Battery, Clean Cables
Oil Filter, Change	Master Cylinder, Fill
Fuel Filter, Change	Lubricate All Fittings

Under Chassis:

Engine and Trans. Mtg. Bolts, Check and Adjust	Differential, Check Gear Oil Level, and
Body Mtg. Bolts, Check and Adjust	Clean Breather
Transmission, Check Gear Oil Level	Differential, Check for Leaks
Transmission, Check Cover, Belt and	Brakes, Adjust if Needed
Seal Areas for Leaks	Springs, Shackles, U Bolts
Exhaust Muffler, Tail Pipe Hangers,	Check for Cracks, Rust – Tighten
Tighten if Loose	

Drive Off and Park:

Engine Oil, Check Level	Hood Latch, Check	Record all Pertinent Info in Vehicle Records
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Mechanic Signature _____